



PeopleSoft eProcurement/Purchasing [Company Name] Project Assessment Deliverable

[Date]



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Purpose



Purpose

The key objectives of the Assessment Phase are to establish the implementation scope, create a workplan and define the requirements for [Company Name].

This deliverable summarizes the requirements from the Assessment Phase and defines the scope for the remainder of the implementation.

Once final approval is received on this deliverable, the project team will continue with the Design Phase of the implementation.



Scope

Scope

The following corporate departments will be included within the [Company Name] Procurement rollout:

- ☐ Academics
- ☐ Admissions
- ☐ Career Services
- ☐ Compliance
- ☐ Finance and Accounting
- ☐ Human Resources
- ☐ Information Technology
- ☐ Internal Audit
- ☐ Investor Relations
- ☐ Legal
- ☐ Marketing
- ☐ Real Estate
- ☐ Student Finance



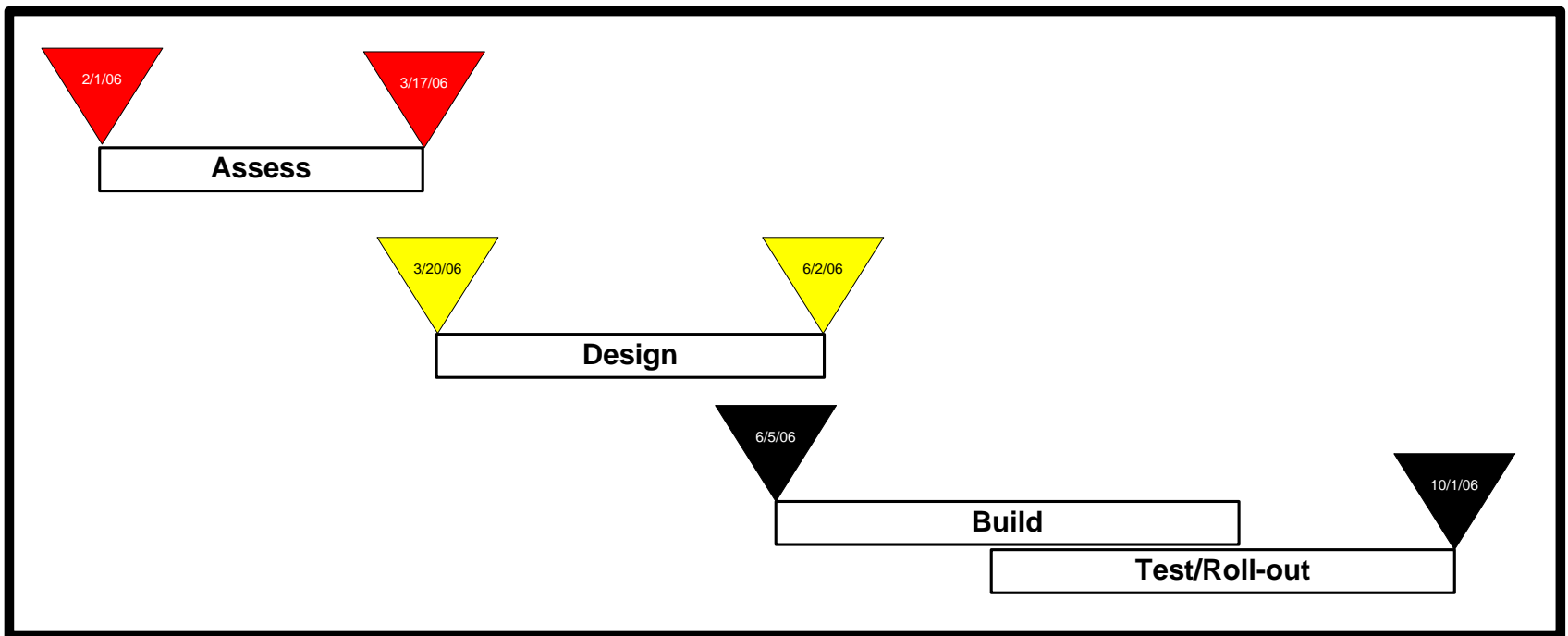
Timeline

Timeline

The figure below shows the timeline for this implementation. The target “go-live” date is [Date].

As we progress through the project, we will evaluate our progress against the timeline and make any necessary adjustments.

A detailed project plan has been created for the Design Phase of the implementation (Please refer to The [Company Name] - PeopleSoft Procurement Design Phase Plan). The detailed plan for the Build and Test/Roll-out Phases of the project will be finalized and distributed prior to the completion of the Design Phase.





Key Business Process Changes

Key Business Process Changes

The following key business processes were evaluated during the Assessment Phase of the [Company Name].

PO1. Vendor
Maintenance

PO2. Item
Maintenance

PO3. Requisition to
Purchase Order

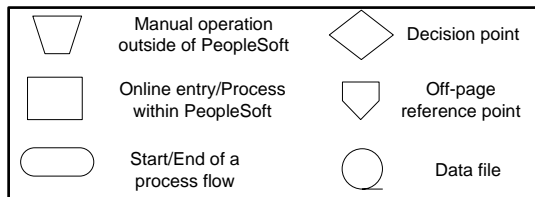
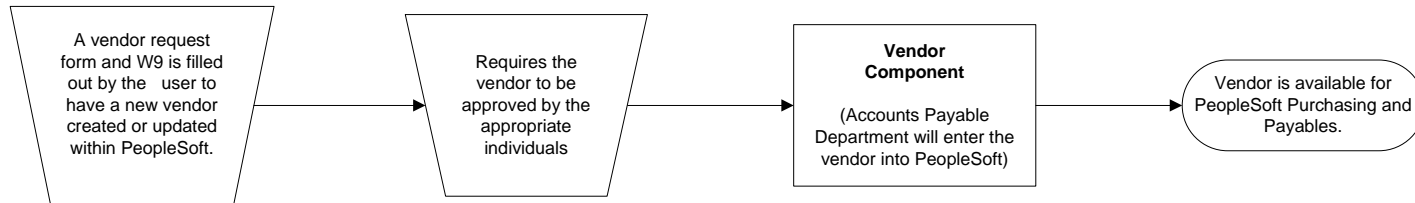
PO4. Contract
Processing

PO5. Receiving
(Desktop)

PO6. Returns
to Vendor

Key Business Process Changes – Vendor Maintenance

PO1. Vendor Maintenance



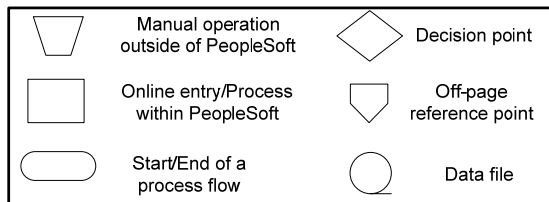
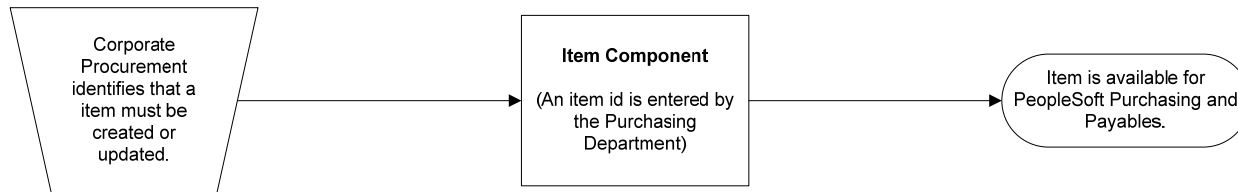
Key Business Process Changes – Vendor Maintenance

PO1. Establish Systematic Processes and Procedures for Vendor Additions and Updates

- *CURRENT/FUTURE PROCESS:* Accounts Payable Department will be solely responsible for vendor file maintenance.
 - Vendor creation/update requests will be created by the submission of a request form to Accounts Payable with the appropriate approvals.
- *REQUIRED TASKS:*
 - Continue to utilize existing process. Communicate to and train users on the current process.
- *POLICY/PROCEDURE DECISIONS REQUIRED:*
 - Communication and enforcement of current policy. For example, payments will not be issued until a vendor has received all necessary approvals.

Key Business Process Changes – Item Maintenance

PO2. Item Maintenance – All Departments



Key Business Process Changes – Item Maintenance

PO2. Establish Systematic Processes and Procedures for Item Additions and Updates

- *FUTURE PROCESS:* The majority of purchases will be done with item IDs. This allows for the following benefits:
 - Reduced manual effort to create a requisition/purchase order
 - Accounting and other data can automatically default onto the requisition/purchase order
 - Create item/vendor relationships for contract pricing
 - Allow for better reporting and spend analysis capabilities
 - Improved customer service for the requester (e.g. will shorten the procurement cycle due to better information)

- *REQUIRED TASKS:*
 - PeopleSoft Item Categories and non-inventory Item Ids will be manually configured within PeopleSoft
 - Communicate to and train end users on how to use Item Ids and Item Categories

- *POLICY/PROCEDURE DECISIONS REQUIRED:*
 - Require that requesters/buyers use the Item Master (where possible) to purchase their items



Key Configurations

Key Configurations

The following are the configurations necessary to support the key business processes:

- **Item Categories**

- Organizational unit for items and item catalogs

- **Items**

- Configure all items identified during the Design Phase of this implementation

- **Business Unit**

- The following Business Unit will be reconfigured as part of this implementation:

- **User Ids (Buyers, Requesters, Approvers)**

- Identify PeopleSoft eProcurement/Purchasing end users
 - Define security setups and user preferences for each user group
 - Configure user security and user preferences
 - Configure roles for workflow routings



Workflow

Workflow

PeopleSoft Workflow allows the automated flow of information throughout [Company Name]. The following are the standard workflow routings available within the PeopleSoft Procurement modules.

■ Item Approval

- Decision: PeopleSoft Items will not require workflow approval. No Item Approval routing rules will be defined within PeopleSoft Procurement.

■ Vendor Approval

- Decision: PeopleSoft Vendors will not require workflow approval. No Vendor Approval routing rules will be defined within PeopleSoft Procurement.

■ Requisition Approval

- Decision: Will require managerial approval for requisitions based on [Company Name] organizational hierarchy (This will be finalized during the Design Phase). Approval will be based on item, amount and/or Chartfields

■ PO Approval

- Decision: PeopleSoft Purchase Order will not require workflow approval. No Purchase Order routing rules will be defined within PeopleSoft Procurement.

■ Contract Approval

- Decision: PeopleSoft Contracts will not require workflow approval. No Contract Approval routing rules will be defined within PeopleSoft Procurement.



Cross-Module Integration

Cross-Module Integration

Payables

- *Receipts/Purchase Order* - Used in the PO Voucher creation process
- *Match Exception Processing* – 2-way and 3-way matching, including workflow routings

Asset Management

- *Assets* – Automated process for updating the Asset Management Module. Process utilizes the Purchasing receipt and Payables voucher

General Ledger

- *Receipt Accrual* - Generates accrued liabilities for PO receipts that have not been invoiced. Can be run as part of the close process (month, quarter, year)



Interfaces

Interfaces

- Interfaces with third-party systems or external vendors are out of scope for this implementation.
- During the Design Phase, any future requirements to interface with third-party systems or external vendors will be identified and documented for future enhancements.



Conversions

Conversions

- All conversions of data into PeopleSoft will be done manually.
- No automated conversions will be performed for this implementation.
- Open POs/Open Requisitions will not be converted into PeopleSoft.
- Requisition/PO history will not be converted into PeopleSoft.



Reports

Reports

- Standard PeopleSoft delivered reports will be provided using the SQR, inquiry and Crystal reporting tools.
- All out of the box reports are in scope except for any report that is associated with out of scope functionality.
- All custom reports are out of scope for this implementation.